Nebraska Crime Commission

FY 2008/2009

Federal and State Juvenile Justice Grants

APPLICATION KIT
Federal Title II, Tribes Only

**Applications are due in the
Crime Commission Office:**

**April 17, 2009
by 5:00 p.m. CDT**

NO FAXED OR EMAIL COPIES WILL BE ACCEPTED

<u>No Exceptions</u>

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INITIAL INSTRUCTIONS

The Nebraska Crime Commission in conjunction with the Nebraska Coalition for Juvenile Justice is announcing the availability of the following federal and state juvenile justice grant funding opportunities:

- 2008 Title II Juvenile Justice and Delinquency Prevention Act Formula Grants

These funds are for the purpose of bettering the juvenile justice system in the State of Nebraska. The funding priorities outlined in this grant application kit support the goals of the Crime Commission and Coalition's statewide three year plan. This plan is developed with community and professional input and the results of the counties comprehensive juvenile services plans.

While the grant programs listed above offer over half million dollars in funding for juvenile justice programs, it is a very competitive process. It is important to carefully read the guidelines for each program as well as the directions for completing the application.

Please remember continuation funding is not guaranteed and applicants must re-submit a current application annually.

If you are an applicant that is submitting grants for more than one project, a separate grant must be submitted for each individual project. Again, it is very important to read the guidelines and directions carefully as the application may change slightly from year to year.

GENERAL GUIDELINES FOR: TITLE II FORMULA GRANTS

AMOUNT AVAILABLE: $2,328.00

ELIGIBILITY:

1). To be eligible for Title II formula grant funds, an applicant must be one of the following:

- State agency or state supported university.
- A unit of general local government (county, city, village, etc.) or combination thereof
- A private non-profit agency who has requested and been denied funding by any unit of general local government or combination thereof. The agency must provide written documentation of such denial as part of the grant application. Failure to provide such documentation will result in the applicant being ineligible for funding.
- Indian tribes who perform law enforcement functions (as determined by the Secretary of the Interior) and agree to attempt to comply with the JJDP Act regarding the detention and confinement of juveniles.

2). Eligible applicants who are not non-profit agencies may contract with non-profit agencies for the provision of project services. The applicant can not require the contracting agency to provide match.

SOURCE OF FUNDS:

Title II funds are awarded annually by the Federal Government as outlined in the Juvenile Justice and Delinquency Prevention Act of 1974. The Office of Juvenile Justice and Delinquency Prevention is the Federal agency that oversee's the distribution and management of funds by the states. Title II funds are formula grant funds which means the determined amount a state receives is based on a formula that uses the states population, juvenile population, crime statistics etc. Congress must re-authorize the JJDP Act every year in order for this program to continue.

PROGRAM PURPOSE:

The Federal Juvenile Justice and Delinquency Prevention Act is the basis for the Title II Formula Grant program. States must be in compliance with the four core requirements of the Act (Deinstitutionalization of Status Offenders; Jail Removal; Sight and Sound Separation; Disproportionate Minority Contact) in order to receive the full formula grant allocation. For each core requirement that the state is not in compliance with, the state loses a percentage of its allocation. The State of Nebraska is in full compliance, and receives the full allocation. Once a state is in full compliance, additional program priorities can be addressed as identified in the Three Year Plan.

FUNDING PRIORITIES

The Title II formula grant program requires each state to develop a Three Year Plan that addresses the four core requirements as well as other juvenile issues in the state. As part of Nebraska's Three Year Plan for 2006-2008, the Nebraska Coalition for Juvenile Justice identified the following areas which will be given priority funding consideration to insure the state remains in full compliance with the Federal JJDP Act as well as address key juvenile issues. These key issues were identified through input from practitioners, past state reports and studies, and County Juvenile Services Plans. The Coalition has a strong interest in funding research/evidence based programs, however, new program ideas will still be considered.

1). <u>Alternatives to Detention</u>: While the state is in compliance with the Deinstitutionalization of Status Offenders core requirement, many services and programs need to be maintained and developed to insure compliance. The goal is to help communities develop alternative to detention programs and community based services to meet the needs of the youth in the community, at various points in the system, while still having an element of accountability. While all areas of the state need this type of programming, it is recognized that rural areas particularly are in need of these types of services. Examples of programs would be: diversion, tracker, day reporting, electronic monitoring, mediation, restorative justice programs, programs designed specifically for younger offenders, etc.

2). <u>Disproportionate Minority Contact (DMC)</u>: States are required to study the prevalence of disproportionate minority contact in the juvenile justice system as part of the fourth core requirement of the JJDP Act. The Nebraska Crime Commission is working in conjunction with the Juvenile Justice Institute and has hired a consultant to further the DMC efforts. The partnering agencies, consultant, and NCJJ DMC sub-committee are currently working on various initiatives including training and data collection. Communities interested in determining points of DMC in their local system and/or developing programming to address this issue should contact Doug Kramer at 308-233-5229 or dkramer45@gmail.com or technical assistance prior to application. Projects should be directed at local problems as identified through the DMC data collection process and could include but not be limited to:

- Ensuring equal legal representation and system resources to economically disadvantaged youth.
- Developing and/or expanding alternatives to detention programs
- Cultural specific programs as alternatives for youth in the juvenile justice system.
- Programs addressing this issue as identified in local comprehensive community plans.

3). <u>Systems Improvement:</u> One of the goals of the Coalitions Three Year Plan is to improve how the juvenile justice system works at the local and state level. Examples of fundable activities include:

° Implementing, enhancing, or validating standardized risk/needs assessment within the system. Use of the YLS/CMI is strongly encouraged to be consistent with state efforts.
° Implementing changes in process, procedures or programs that address problem areas of the system as identified in the county comprehensive plan.
° Implementing changes in process, procedures or implementing programs that address truancy.

FUNDING LIMITATIONS

1). The Crime Commission does NOT allow grant funds to be used for indirect costs.
2). Funds are not generally allowed for construction. However, there are exceptions. If you are interested in information about funds for construction, please call the grant administrator.
3). Funds received by an eligible applicant shall NOT be used to replace or supplant any funds currently being used to support existing programs for juveniles.
4). Federal funds cannot be used to match other federal funds.

MATCH REQUIREMENTS
No matching funds are required by the applicant, however designating cash or in-kind matching funds is encouraged to show support for the project.

GENERAL GUIDELINES RELATING TO ALL GRANT PROGRAMS

The following guidelines apply to both grant programs outlined above.

COMPREHENSIVE JUVENILE SERVICES PLANS
State statute requires eligible applicants to submit a Three Year Comprehensive Juvenile Services community plan. Therefore, to be eligible for any of the grant programs above, a county must have a comprehensive juvenile services plan in place. You will be asked in this grant application to document how this project will fit into your Comprehensive Community Plan. For information on counties with existing plans, contact Jamie Rivera or the Crime Commission website: www.ncc.ne.gov.

MODEL PROGRAMS
The Office of Juvenile Justice and Delinquency Prevention is a good resource for research based model programs, for more information go to http://ojjdp.ncjrs.org/programs/mpg.html. Model and best-practices can also be found on the SAMHSA website: http://www.modelprograms.samhsa.gov/ and Blueprints website: http://www.colorado.edu/cspv/blueprints/.

COMMINGLING OF FUNDS
A clear audit trail must be maintained for each source of funding. Receipts, expenditures, and disbursements must be separately accounted for from each source of funds.

ACCOUNTING REQUIREMENTS
Awarded applicants shall implement and maintain an accounting system which accurately reflects income received, expenditures, and documentation of expenditures. Records are to be available for monitors and audits. Awarded applicants are required to submit quarterly reports detailing their expenditures of grant and match funds.

DISTRIBUTION OF FUNDS
The Crime Commission is the agency designated to administer the grant programs available in this application. Grants are awarded on a competitive basis to eligible applicants annually. Applications are screened in a review process from which recommendations are made to the Nebraska Coalition for Juvenile Justice (NCJJ). The Nebraska Coalition for Juvenile Justice makes recommendations to the Nebraska Crime Commission for final approval. The final funding decision rests with the Nebraska Crime Commission. The initial review is conducted by Crime Commission staff, members of NCJJ and other juvenile justice professionals statewide.

STEP DOWN POLICY

Title II grants awarded by the Crime Commission may be subject to a funding step down process. The Nebraska Coalition for Juvenile Justice adopted this policy to ensure the continuation of juvenile programs through commitment of local efforts. The step down process is as follows:

> Level 1: To provide sufficient time for a new program to become stable, a project may be funded at the same level of funding for not more than two (2) years, providing there are sufficient funds available and proper management of the grant.
>
> Level 2: Continuation projects requesting funding for a third year will be reduced at 25% of the awarded amount in Level 1, providing there are sufficient funds available and proper management of the grant.
>
> Level 3: Continuation projects requesting funding for a fourth year will be reduced 50% of the awarded amount in Level 1, providing there are sufficient funds available and proper management of the grant.
>
> Level 4: Continuation projects requesting funding for a fifth year will be reduced 75% of the awarded amount in Level 1, providing there are sufficient funds available and proper management of the grant.

The Step Down policy may be waived if circumstances validate funding the program at the same or greater amount. In order for a waiver to be considered, the grant application must clearly explain and justify the need to maintain funding at the current or greater level. Please note, however, it is the policy of the Coalition to follow the step down policy in funding recommendations.

OTHER REQUIREMENTS

1). Drug Free Workplace Policy: Each sub-grantee is required to sign a form indicating they have implemented and maintain a Drug Free Workplace Policy. If one does not exist at the time of an award, the Crime Commission policy may be adopted.

2). Debarment: Each sub-grantee shall sign a form which states they have not been prohibited from doing business with the Federal government.

3). Lobbying: Each sub-grantee shall sign a form which states that grant funds will not be used to lobby.

4). <u>EEOP</u>: Federal rules govern that certain agencies have in effect an Equal Employment Opportunity Plan. Each sub-grantee shall read and sign in the appropriate plan the EEOP form attached to this application.

5). <u>Cooperation</u>: The commitment to the project by the implementing agency and the cooperation of the other juvenile justice agencies in the community is essential to the success of the projects. Therefore, cooperation among juvenile justice agencies is required.

6). <u>Confidentiality</u>: No recipient of monies or any personnel involved in the program shall use or reveal any information received from the program for any purposes other than the purpose for which such information was obtained.

7). <u>Certified Assurances</u>: As recipients of federal funds the Crime Commission must sign and pass on certain certified assurances to its sub-grantee's. Each applicant shall read and sign the certified assurances form.

8). <u>Performance Measures</u>: Upon award, applicants will be provided with federally mandated objectives, outcomes and outputs. Applicants will be required to report on these data elements on a quarterly basis.

APPLICATION COMPLETION INSTRUCTIONS

APPLICANT INFORMATION

- Provide complete address information, to include address with last 4 digits of zip code, phone and fax numbers, and email address for Project Director, Project Coordinator, and Fiscal Officer
- Answer all questions as directed

Q. 10 If you are a currently funded program, please apply for funding under the same grant fund and use the same project title. To assist you in knowing which program you are funded under, refer to your current grant number. Each grant number has two letters in the middle of the number. The following letter combinations correspond to the following programs:

JJ = Title II JJDP Formula Grant

Q. 11 The federal government requires submission of information regarding best practice and model programs. This question will assist grant administrator in this process.

BUDGET

- Attach a budget narrative if funds are requested or match is provided.
- Do not complete a narrative for the Budget Summary Page.   Provide budget narratives for each detailed budget section completed.
- Provide a breakdown of the cost basis for each piece of equipment.

- Budget pages not relevant to the project should not be submitted with the grant application.
- Sources of matching funds must be identified in the budget narratives.
- Budget figures are to be provided in round numbers, no cents.

CATEGORY A - PERSONNEL

Personnel refers to wages and fringe benefits for regular full-time or part-time salaried employees as well as in-kind contributions of volunteers. Other persons working on the project who are not on the <u>regular payroll</u> or not volunteers must be classified either as contractual or consultants. In-kind contributions, <u>if</u> allowable, must be listed as matching funds.

Salaries may not exceed those normally paid for comparable positions in the community and/or the unit of government.

> **<u>Direct Salaries</u>.** Write in the title or position of each employee who will be involved in the project, including new positions to be filled, and the number of volunteers, if applicable. If existing personnel will be involved in the project but <u>no</u> funds will be requested for their position and their salaries will <u>not</u> be used as match, do not list them on the budget page, but <u>do</u> include such information in the Budget and Project Narrative. Across from each position listed, enter the annual salary of the position; percent of the time <u>to be devoted to the project</u>; amount of funds being requested for the position; the amount of matching funds; and, the total cost for the position.

> At the bottom enter the subtotal of the amount of funds being requested, matching funds and the total of all direct salaries. To establish the value of services provided by volunteers, if applicable, use the current minimum hourly wage times the number of hours of service to be contributed.

> **<u>Fringe Benefits</u>.** All fringe benefits are to be based on the <u>employer's share only</u>. The employee's share is to be withheld from his or her wages. Vacation and leave time would be included in normal working hours (FTE 2,080hours/year) and are not added benefits. Enter the total cost of benefits being requested and being provided as matching funds in the appropriate columns.

> **<u>Total Personnel Budget</u>.** Enter the total amount of funds being requested, matching funds and total of all salaries and fringe benefits for the project. Also enter these totals on the "Budget Summary" pages.

> **<u>Personnel Budget Narrative</u>.** A budget narrative MUST be attached if funds are requested and/or match is provided. The budget narrative MUST include a breakdown of how the cost for <u>each</u> position was determined (i.e. 500 hours **x** $5 an hour **=** $2,500) for <u>both the requested funds and matching funds</u>. The budget narrative is to explain: 1) if each position is existing or new, and if existing how is it not supplanting; 2) if each position is full or part-time; 3) <u>how</u> each position is relevant to the project; and, 4) a brief description of the duties of <u>each</u> position. Also include positions for which funds are <u>not</u> being requested or are <u>not</u> used as matching funds but will be involved in the project.

CATEGORY B - CONSULTANTS AND CONTRACTS

NOTE: If more than one consultant will be used for the project, please make copies of the budget sheet and complete one for <u>each</u> consultant.

    Purpose: List the purpose for using a consultant or contractor, i.e. conduct study, facilitate support group, develop and/or present training, etc.

    Type of Consultant: Check the box for the type of consultant to be used for the stated purpose.

    Consultant Fees: Consultants employed by commercial and not-for-profit organizations are subject to competitive bidding procedures and are subject to $450 per day or $56.25 per hour maximum compensation. In cases where an individual has authority to consult without employer involvement, the rate of compensation should not exceed $450 per day or $56.25 per hour. The rate for independent consultants must be reasonable and consistent with that paid for similar services in the market place.

    Travel Expenses For The Consultant:
(a) <u>Mileage</u>: List the cost for mileage. Enter the amount requested and the amount provided as match Enter the total cost in the "total" column. Mileage rate is $.55 cents/mile.
(b) <u>Air Fare</u>: List the cost for air fare (coach or least expensive class). Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.
(c)   <u>Meals</u>: List the cost for meals. Enter the amount requested and the amount provided as match. Meal allowance for in state is $39 ($7,$11,$18,$3). Enter the total cost in the "total" column.
(d) <u>Lodging</u>: List the cost for lodging. Enter the amount requested and enter the amount provided as match. Enter the total cost in the "total" column. In-state lodging allowance is $70.00 per night ($93 for Lincoln and Omaha).
(e) <u>Other Costs</u>: List other anticipated costs associated with the consultant. Enter the amount requested and the amount provided as match.
    Enter the total cost in the "total" column.
(f)   For out of state meal and lodging rates go to www.gsa.gov and click on per diem rates.

    Total Cost: Calculate the total cost for funds requested, match provided and total cost. Enter totals on the "Budget Summary" page.

    Budget Narrative: A budget narrative is to be attached if funds are being requested and/or if match funds are being provided. The budget narrative is to include a breakdown of how the cost for each consultant was determined for both the funds being requested and the matching funds. The budget narrative is to explain what services and/or what product the consultant will provide; how the services or product relate to the project and the impact on the project.

CATEGORY C - TRAVEL EXPENSES

NOTE: If travel expenses are needed for more than one purpose, please make a copy of the budget sheet and complete one for <u>each</u> purpose.

    Purpose: List travel expenses by purpose, i.e., training, conference, daily travel for job, etc. For example, a project coordinator will attend training. Enter "training" on the line marked "Purpose". Complete all the applicable expenses associated with this purpose (any mileage that

will be paid, air fare, meals, lodging, other.)

Mark the travel as local, in-state, or out-of-state.

List the title of the person who will travel.

Calculate the cost of the travel, completing the areas relevant to the travel for each purpose.

(a)   Mileage: Calculate the number of miles of annual travel and multiply by $.55cents/mile to determine the total mileage cost. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.

(b)   Air Fare: List the destination. Enter the amount requested and the amount provided as match. Enter the anticipated total cost of the air fare in the "total" column.   Air fare must be "coach" or least expensive class.

(c)   Meals: List the cost for meals. Enter the amount requested and the amount provided as match.   Meal allowance for in state is $39 ($7,$11,$18,$3).   Enter the total cost in the "total" column.

(d)   Lodging: List the number of nights lodging is needed and multiply by the allowable per diem rate. In-state lodging allowance is $70.00 per night ($93.00 for Lincoln and Omaha). Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.

(e)   Other: List other expenses, such as taxi, parking, etc. Enter the amount requested and the amount provided as match. Enter the total cost in the "total" column.

(f)   For out of state meal and lodging per diem go to www.gsa.gov and click on per diem rates.

Total Cost: Calculate the total cost of the travel for each purpose. Calculate the total for all travel expenses for the funds requested, match and total and enter these amounts on the "Budget Summary" page.

Budget Narrative: For each purpose complete a budget narrative stating the purpose, the position which will travel and how this relates and is necessary to the project.

CATEGORY D - SUPPLIES AND OPERATING EXPENSES

Supplies. This section includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, (material which is expendable or consumed during the course of the project) and equipment items costing under $300.

List items by major type (i.e. postage, forms, office supplies, training materials, etc.) along with the quantity, unit cost, and total cost. Higher cost items should be listed separately and identified (e.g. special mailings, equipment items, etc.). Enter the total cost in the "total" column. Enter the amount, if any, of the cost being requested and enter the amount of the cost that will be provided as match.

At the bottom of section 1, enter the cost for project supplies with a breakdown by the amount requested, match and total cost in the appropriate columns.

Operating Expenses. This section includes all operating expenses involving rental arrangements and purchase of non-consultant type services.

For each item listed enter the rate or unit cost. Enter the amount of the cost requested and enter the amount provided as match. Enter the total cost in the "total" column. Identify other items for which funds are requested in the "other" category.

At the bottom of section 2, enter the cost of project operating expenses. Provide a breakdown of the total cost by the amount requested, match and total costs in the appropriate columns.

Total Supplies and Operating Expense Budget. Enter the total costs for all supplies and operating expenses. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. Also enter those totals on the "Budget Summary" page.

Budget Narrative. Attach a budget narrative if funds are requested or match is provided.

For supplies such as envelopes, paper and other office supplies, explain how the cost was determined. Provide a cost breakdown of how requested and match amounts were determined.

If funds are requested for operating expenses, describe current expenses and why the requested expenses are needed.

Explain how the supplies and operating expenses relate to the project.

CATEGORY F - EQUIPMENT

Check grant programs for allowability and bidding requirements. Items requiring bids will not be funded absent a showing that bids were taken as required by law, rule or regulation. Call the grant administrator if you have any questions.

Enter the total costs for the appropriate items. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. (Equipment items costing under $300.00 should be included in Supplies.)

Enter the total costs for Equipment. Also enter these totals on the "Budget Summary" page.

Provide a breakdown of the cost basis for each piece of equipment.

Explain how each piece of equipment is relevant to the project.

CATEGORY G - OTHER COSTS

List each item and the total estimated cost with the breakdown by the amount requested, match and total costs in the appropriate columns.

Enter the total cost for "Other". Also enter these totals on the "Budget Summary" page.

Check grant program guidelines for allowability.

Explain each item requested and the breakdown of how the cost for each item was determined. Provide an explanation of how each item is relevant to the project.

COMMUNITY DESCRIPTION:
A. Data for the juvenile population can be found on the OJJDP website at: http://ojjdp.ncjrs.org/ojstatbb/index.html or the US Census website.
B. Include information about the geographic location (i.e. part of the state, rural/urban, etc.), how community stakeholders will collaborate on the project, and any other related unique community identifiers.
C. For information on DMC go to http://mpg.dsgonline.com/dmc_default.aspx.

PROBLEM STATEMENT:

A. Provide problem statement in the format "The problem to be addressed by this proposed grant application is…." Note: The problem is never a "lack of" something.

B. Provide a description of the problem stated. Explain the problem, the impact of the problem and identify the factors that contribute to and/or cause the problem.

C. Provide **relevant** statistics for the same time period (i.e. January-December) for a three (3) year period which document the problem stated above. Statistics should be presented in a readable table format and must include both numbers **and** percent of change from the first year to the third year. **NOTE: Percentages alone are not acceptable.** Also provide a brief explanation of the statistics provided. Site the source of all data.

CURRENT EFFORTS:

The purpose of this section is to discuss current efforts occurring in your community that currently address the problem statement. Grant proposal should complement, and not duplicate, current efforts.

PROJECT OPERATION:

Explain how individuals come into contact with the project, what occurs once the individuals come into contact with the project, the role and responsibilities of each position involved in the proposed project, etc. This section should include information on referral source, entrance into program to include assessments, program services, and exit from the program to include information on any satisfaction surveys. Also, identify other agencies directly or indirectly involved in the project, their roles and responsibilities and how coordination is achieved.

ACTIVITY TIMELINE:

List activities that occur each quarter in **Reoccurring Activities** table. In the **Specific Quarter Activities** table list activities non-reoccurring activities in the table for the appropriate quarter.

SUSTAINABILITY:

Sustainability planning is vital to programs and must begin as program planning begins. Please discuss sustainability planning efforts.

CONTINUATION:

Complete table as provided. This is standard data that should be collected for all programs.

EVALUATION:

Evaluation of funded programs and services is essential to local programs for long term sustainability and for ongoing appropriation of state and federal funding. It is one of the goals of the Coalition and Crime Commission to improve evaluation in funded programs. Please complete this section as a means to evaluate your program. Funded applicants will be required to report quarterly on key indicators.

This section asks you to think about and plan for evaluating how well your program is doing. In the Activity Column, identify the key activities under each sub-category. Then indicate how you document each activity. Finally, identify key indicators that you want to know about under each activity. Some of the points in the program may not apply to you, only provide information on the ones that apply to your program. If there are different points in your program that are more appropriate you may substitute them.

Complete the blank evaluation table in the grant document. Add additional lines/information as needed.

Example:

ACTIVITY	DOCUMENTATION	KEY INDICATORS
Entry Point		
Examples: arrest/citations	Examples: Paper citation;	Examples: # of arrests
Referrals	computer referral; letter referral; phone referral	# of referrals; # of referrals accepted; # declined and why
Intake		
Examples: intake meeting	Examples: computer log of intake meetings; paper intake forms	Examples: # completing intake; # of signed contracts; # not completing intake & why
Program contracts	Examples: Paper or computerized	
Assessment		
Examples: Tools such as : YLS/CMI; MASSI II; SSI	Examples: Paper or computerized case management system	Examples: Average scores; scores by age and other demographics
Service Provision		
Examples: community service	Examples: Log book;	Examples:
Counseling; Sanctions; Supervision	Session notes; travel logs	# of service hours completed; # of supervision hours or contacts

Exit from Program		
Examples: Program components completed; new law violation; Graduation	Examples: Paper or computerized citation records; case management system	Examples: # completing the program; # not completing & why;

Letters of Continuation/Support:

All letters of commitment and support are to be submitted as part of this application. <u>Letters submitted separately from the application will NOT be considered.</u> Letters of support should be from relevant community leaders and agencies that will be affected by the proposed project. Letters of commitment should be from individuals or organizations committing staff, in-kind, or cash support, time, etc. to the project.

Letters of support may be reduced to fit two on a page, as long as they are legible.

Required Forms:

Include ALL required forms (Budget Summary, Certified Assurances, Drug Free Workplace, Debarment, Lobbying and EEOP) with appropriate signatures. The following are appropriate authorized official signatures: County- County Board Chair; City- Mayor; Private Non- Profit- Board Chair (not the executive director).

APPLICATION FORMAT

- Applications are to be <u>typewritten.</u> **The original copy should be stapled and 2 hole punched at the top**. The remaining copies should be <u>stapled</u> in the upper left hand corner (no 2 hole punch required).

- If the applicant re-creates the application on their computer, the application format and layout is to be <u>exactly</u> (word for word and design) as the Crime Commission=s official application. Please note that changes in the Crime Commission application may change somewhat from year to year.

- Do not include cover letters or cover pages.

- Do not put applications in folders.

- Charts and/or graphs should be in black and white on regular 81/2 X 11 paper.

- Application should be single spaced, 1" margins, 12pt. font, and narrative pages numbered

- Additional information in the form of Appendixes will not be accepted.

- Adhere to the page limits listed for each section of the grant application.

- Sources of data and/or statistics must be cited immediately following the information or under the graph/chart etc.

- The grant may be copied double sided.

LATE APPLICATIONS

Applications received in the Crime Commission office after the due date and time will not be considered. Late applications are ineligible for funding during the current funding cycle. NO exceptions. We highly recommend planning ahead to get your grant in several days before the deadline. However, if severe weather should occur, please contact the Crime Commission office prior to driving.

GRANT COMMENCEMENT AND DURATION

Crime Commission Operating Instruction #10 requires funded projects to be implemented within 30 days from the start date listed on the Grant Award or other date specified by the grant administrator. Failure to implement a project within this time frame or time frame agreed upon by the grant administrator may result in the loss of grant funds.

State and Federal grant funds are approved for a period of twelve months. The project period for awarded grants will be July 1, 2007 – June 30, 2008, unless otherwise approved by the grant administrator. There are no guarantees of continued funding for programs. However, it is the goal of the Coalition and Crime Commission to continue projects which address the purpose of the state or federal program and are successful in their endeavor.

Awarded applicants are required to attend grant management training and submit timely quarterly reports on activities and expenditure of funds. Failure to do so may jeopardize grant funds.

GRANT APPROVAL TIME LINE

April 1, 2009	Grants announced
April 17, 2009	Grants Due
May 2009	Initial review of grants by staff and NCJJ grant review team. Recommendations made to NCJJ.
June 2009	NCJJ review of grants. Recommendations made to Crime Commission. Applicant will receive letter indicating recommendation to the Crime Commission.
July 2009	Crime Commission Approves Grants
August 2009	Grant Projects Begin

SUBMISSION OF APPLICATION

Submit the grant as follows:

Submit 1 original and 10 complete sets of the grant application.

Deadline:

April 17, 2009 5:00 pm CST The grant and all copies must physically be in the Crime Commission office by this deadline. We encourage hand delivery of grant applications and will not be held responsible for late applications due to mail service issues.

Submit to:
>Nebraska Commission on Law Enforcement and Criminal Justice
>301 Centennial Mall South
>5th floor
>P.O. Box 94946
>Lincoln, Nebraska 68509-4946
>
>The Crime Commission is located on the 5th floor of the Nebraska State Office building at 14th and M streets.

** While we indicate NO EXCEPTIONS, in the case of severe weather, please contact the Crime Commission office prior to attempting to deliver your grant application.*